



Focus on Fleet

From the State Fleet Manager

Been to the gas pump lately?

There was a time when the only occasion that I suffered "sticker shock" was if I looked at the price of a new car. Nowadays, the price of cars doesn't cause as much consternation as the price of gas. It seems like every time I pull in for a fillup they've raised the price another five cents a gallon. However, as bad as it is, it could be worse: the Southeast is enjoying prices significantly below the national average. In fact, if you've watched the news lately, you already know prices in California and Chicago soared over \$2.25 a gallon, and they're much higher than that in the rest of the world.

There are many factors that contribute to the cost of gasoline. Of course, the first thought is to blame it all on OPEC, but based on nationwide averages, the price of crude oil is only 37% of what

you pay at the pump. Federal and State taxes make up another 36 percent. Refining costs and profits account for only 13%, and the remaining 14% covers the costs of distribution, marketing, and retail stations' profits.

Other factors such as environmental requirements for reformulated gasoline, ethanol/methanol mixes and so on can drive the cost up even farther. Even when the price of crude remains stable, however, other factors can cause price increases on the regional or national level. Retail gasoline prices tend to increase before and during the summer, when people drive more, and fall in the winter. Good weather and family vacations drive demand up about five percent in the summer. Supply and demand in the market as well as changes in refinery or distribution system capacity can also cause significant fluctuations in retail prices, as can local competition.

So what can you do?

Well, you might take a look at car pooling or other transportation arrangements. If you are close enough to make it practical, you might dust off the old ten-speed. If you can walk somewhere rather than drive, or combine trips to cut down on total miles, you'll probably save some money and your heart will thank you for the exercise. Another solution might be to look at a more fuel-efficient vehicle. Several manufacturers are now producing very fuel-thrifty vehicles such as electric/gas hybrids. Maybe if enough people take advantage of these kinds of alternatives, demand will fall and prices will go down with it. Then, the next time I go to buy gas for my land yacht, I'll thank you also.

Whichever way you choose to get where you're going...

Y'all be safe out there!

—Gerry Calk

Credit Card News

For the last two years, the State of South Carolina has used the State Fuel System contract with PS Energy to provide fuel for State automobiles and equipment. During this time, there have been many technological advances in the level of data transmission in the fuel market. In order to make the most of these improvements, PS Energy suggested that we re-

place our current MasterCards with the Wright Express (WEX) Card. The Pilot Program was a big success, offering a product identification rate of 99.98%. We are on schedule to begin using the WEX card statewide on 1 August.

If you have any questions about the new cards, contact Jeff McCormack at (803) 737-1504.

Inside this issue:

New Credit Cards	1
Fleet Safety News	2
SFM Web Page Expands	2
Imaging Program	3
Staff News; Becky Addy retires	4
Alternative Fuel Vehicles; Accident Procedures	5
Odds and Ends	6

Special points of interest:

- SFM's Web Page Expands
- Becky Addy retires
- Fleet Safety Awards
- Staff changes
- CVRP Imaging System

Fleet Safety

Massachusetts Alone on Presumptive DUI

For one reason or another, the issue of *per se* driving under the influence (DUI) never reached the floor of the State Legislature until this year. Public pressure and intense lobbying by the advocacy group Mothers Against Drunk Driving (MADD), along with support from the law enforcement community, have finally brought the issue to light. The bill passed the House by a vote of 83-0 and passed the Senate by a voice vote. Since this legislation passed, Massachusetts is the only state in the Union that does not have a *per se* statute.

Per se DUI allows jurors and judges in a DUI criminal proceeding to assume that a defendant was legally drunk if his blood alcohol level is 0.1 percent or greater, without regard to the constitutional requirement of due process guaranteed in the Fourth Amendment.

Before *per se* DUI was enacted, prosecutors were required to prove defendants were drunk based on other factors such as motor skills, reckless driving, etc., regardless of the results of the blood alcohol test. Now, it is

legal to assume guilt based on the results of a breathalyzer test.

Dr. Harold Watson, Executive Director of the South Carolina chapter of MADD, tells State Fleet Management the new statute takes effect on 1 January 2001.

Another provision of the law, which requires the State Law Enforcement Division (SLED) to provide expert witnesses to testify to the accuracy of breathalyzer test results and procedures, takes effect on 2 January 2002.

Pay Attention to the Driving Task

In Defensive Driving instruction, we remind drivers of State vehicles of three important aspects of defensive driving. These are:

- 1) **Recognize the hazard;**
- 2) **Understand the defense; and**
- 3) **Act correctly in time.**

As mentioned in the July 8, 2000 edition of *The State*, many drivers don't get it. They fail to obey basic driving instructions that could save their lives and the lives of others. We have given similar reminders in past is-

sues of this publication.

Drivers are distracted by many things: cell phone use, reading (yes, reading), primping (hair or makeup), eating and drinking (including alcohol) are all factors. While every State has a DUI statute, many States are currently considering laws against the use of cell phones in vehicles.

Please remember to set a **good example**, not only in your State vehicle but in your personal vehicle as well.

The State Department of Public Safety reports that last year, distracted drivers probably caused more than 31,000 traffic collisions resulting in 14,531 injuries and 118 deaths in South Carolina alone. The Network of Employers for Traffic Safety points out that an average of 8,000 collisions occur each day in the United States because motorists are involved in other activities while they are trying to drive.

If your agency needs the National Safety Council's Defensive Driving Course, please contact the State Fleet Safety Officer at 803-737-1602. The DDC saves lives, time and money.

—Ron Tvorik, State Fleet Safety Officer

State Fleet Management Web Page Expands

The Operations Team's portion of SFM's Web Page (<http://www.ogs.state.sc.us/statefleet/SF-opsteam.html>) has recently been expanded to enable state agencies to access many of the forms necessary to manage their vehicle fleets. Here are some of the items you will find on our Web Page:

Lease Vehicle Program

- Long and short-term lease rates
- Standard State Vehicle Lease Agreement
- A Motor Pool Vehicle Reservation Form which may be e-mailed or faxed to the Columbia Motor Pool

Operations Regulatory Program

- Copies of the State Motor Vehicle Management Act, Budget and Control Board Fleet Management Policy Directives, and the State Vehicle Operator's Handbook
- Procedures and forms to purchase a new vehicle or dispose of an old vehicle
- Procedures and forms to request a "confidential" license plate or an exemption from the state decal identification requirement.

- Links to determine if a new vehicle has been delivered to our Receiving Lot and to obtain a map to the Lot.
- Procedures and forms to assign a vehicle for the exclusive use of an individual, authorize commuting in a state vehicle, and for employees to reimburse their agency for the value of their commuting.

- Links to current State Fuel Card fuel prices and to locate alternate fuel sites within the state and nation.

In the near future, we plan to get the following items on the Web Page:

- State Fleet Safety Program
- Procedures to request new State Fuel Cards and to cancel existing cards.
- A list of Wright Express fueling sites.

If you would like further assistance with the Operations Team's services, please contact **Bob Bonner at (803) 737-1507**.

Maintenance Leads the Way with Imaging Program

Imagine this: you're working at your desk when a client calls with a question about an invoice from last year. You take the client's number and tell her you'll call back shortly. Then you get up from your desk, walk to the other end of your building, locate the file from among a steel forest of filing cabinets, and take it back to your desk. Just in case, you take the whole file with you — not just the invoice you need. Along the way, somebody stops you in the hall with a question about another file, and then you stop by the break room to refill your coffee cup. In there, your boss buttons you with another question: when are you going to get all those invoices processed? You smile and head back to the desk, folder in hand. Your voice mail message light is blinking, and you know you will have three or four calls to return.

Time lost? About 15 minutes.

Now imagine this scenario instead. We rewind to the phone call. The client has a question about an invoice from last June. Rather than call back, you ask her to bear with you for a moment. Then you open a file cabinet on your computer that contains the invoice you need: an image of the invoice is on your screen in seconds. You answer the client's question, but she still isn't satisfied. She wants to see for herself.

"No problem," you respond. "Would you like to receive it by fax or e-mail?"

Time lost? None. No distractions and no wasted effort. Furthermore, you don't have to traipse back to the filing cabinet to return the file: you simply close the window on your desktop and get back to work.

Until early this year, the standard procedure for the State Fleet's Commercial Vendor Repair Program (CVRP) was this: commercial shops would perform repairs to State vehicles after securing a Purchase Order Number (or Call Order number) from State Fleet staff; then the vendor would submit an invoice for payment.

The chief **benefits of scanning** documents are:

- Quicker filing time
- Quicker retrieval time
- Reduced need for physical storage (since last July, this program has eliminated 10 file cabinets from the SFM facility)
- Reduced opportunity for human error in filing, retrieval and refiling

The scanning program implemented by the State Fleet Management Maintenance Team has only scratched the surface of possibilities: digital storage technology has a tremendous capacity to improve processes in other areas of State Government. In fact, South Carolina Retirement Systems already employs twelve full-time staff members who file documents using high-speed scanners.

An additional wrinkle in the scanning program is that State Fleet, in cooperation with OGS Business Services' Information Systems department and the developers of Image Edition, has made all the scanned images available on the Internet. This program is called Image Web.

To use **Image Web**, users log in with a User ID and password, and can see only those documents that pertain to their agency. The vendor invoices are sorted in file drawers by type of tag: each agency has a drawer for SG tags, another for unmarked tags, and a third for sold vehicles. In each drawer are folders for individual tag numbers. The documents are identifiable by vendor invoice number, tag number, or call order number. In addition to vendor invoices, SFM also scans Manufacturer Recall Notices and Service Bulletins so that agency users can access them over the Internet. **Woody Waddell** of the Office of General Services Business Services Team did yeoman's work on the Image Web production, designing and creating the front page and installing the database engine on our Windows NT server.

Besides providing vendor invoices through fax, email or internet, SFM will also provide each agency with a **CD-ROM containing all their invoices** at the end of each fiscal year. Some agencies have already received their Image Archives for FY 1999-2000.

Credit for this change in procedure is due to several persons around the Board and at State Fleet Management. First and foremost is **Bill Page**, whose understanding of the problem led him to investigate alternatives to the paper filing system as early as 1997. Mr. Page evaluated several scanning software packages before choosing **Image Edition**. Image Edition was the best choice in terms of cost, flexibility and power.

OGS Business Services also provided considerable assistance: **Eric Fike** and **Woody Waddell** advised on selection of hardware, particularly the scanners.

Woody also helped select the software packages for evaluation and even did some hardball negotiating on price, potentially saving the State a good deal of money.

Image Web in particular would have been impossible without Woody's unflagging support.

Two members of the SFM Maintenance Team have been instrumental in implementing the Imaging Program. **Keith Watts** took on the task of testing the three software programs and implementing the scanning protocols. **Kristi Shull** came to SFM in October to manage the scanning program, and she completely revised the Maintenance Team's filing procedures. With the assistance of others, she also established the user security for Image Edition.

Cheryl Swan and **Donna McCaw**, both of SFM's Program Support Team, also played a vital role in scanning, and testing documents for errors. They discovered a few mistakes in the filing of documents, but that is hardly surprising when you consider that SFM moved over 30,000 files into new locations during Implementation of the Imaging System.

—Jonathan Eason
Bill Page contributed to this report.

Technical Training

Vehicles become more complex with each model year: training enhances technicians' skills and reduces the chance of error. Each year, State Fleet Management solicits requests for technical training for State Automotive Technicians. We now request that State agencies inform us of any training you deem necessary for your technicians. The State has a very diverse fleet: State technicians must stay abreast of changing technologies in order to save taxpayer dollars that might otherwise be spent on unnecessary repairs or corrections to improperly performed procedures.

Training will be coordinated with auto manufacturers or other sources as soon as you tell us your needs. Although we usually only procure automotive training, we can also attempt to arrange training in other mechanical fields or for non-automotive equipment. Send your training requests to **Elease Portee** at State Fleet Management, 1022 Senate Street, Columbia, SC 29201. You can also reach her by email at eportee@ogs.state.sc.us or by phone at 803-737-1605.

Becky Addy Retires

Longtime Editor of *Focus on Fleet*



In July 1962, John F. Kennedy was president, John West was governor of South Carolina, and a very young Rebecca Leaphart (now known to us as **Becky Addy**) reported for her first day at the State Budget and Control Board. Over the next 37 years, she would move through a number of positions within the agency, but never to another agency.

In retirement, Becky plans to stay busy: she has already worked part-time for a number of years as a Wedding and Floral Designer for Lexington Florist. The design aspects of wedding and floral work allow Becky's artistic side to flourish.

On 12 May, State Fleet Management hosted a reception in honor of Becky's retirement from State Government. At the reception, Becky received official congratulations and best wishes from Budget and Control Board Chief of Staff **Helen Zeigler** and Director of the Office of General Services **Robbie McClam**. State Fleet Manager **Gerry Calk** and former Fleet Manager **Allan Spence** also gave brief remarks. Becky also received congratulations in the form of letters from South Carolina's two United States Senators **Fritz Hollings** and **Strom Thurmond** and from **Governor Jim Hodges**.

We will certainly miss Becky and we wish her well in all her post-retirement endeavors.

More Staff News

Mark Lewis resigned from the Commercial Vendor Repair Program effective 25 April 2000. **Tony Jones** has been reassigned from the Time Limited position as a Procurement Specialist I to the permanent position that was vacated by Mr. Lewis. Tony has been with SFM-CVRP for approximately two years. He gained many years of automotive experience while he was serving in the U. S. Army.

Peggy Kirkland of the SFM Dispatch Office is the proud Mother of Tomas Holden Kirkland. He was born on June 13, 2000, and he weighed 5 lb. 15 oz. and was 19 inches long. Tomas and Peggy are doing fine, and she is enjoying motherhood.

Kim Washington of the Program Support Team, State Fleet Management's Receptionist since September 1998, recently moved back to her home in Pennsylvania. We wish her well in her future endeavors. **Karen Grandy**, also of Program Support, has taken over Kim's position as Receptionist.

Since **Becky Addy's** retirement in May, other Program Support Team members have taken over her duties. If you have questions about **Parking Tickets**, **Personal Assignments**, or **Vehicle Abuse Complaints**, contact **Dee Ann Trimnal** at (803) 737-1982.

For many years, Becky was also the sole editor of *Focus on Fleet*, the official newsletter of State Fleet Management. **Jonathan Eason** has assumed the editorship of the newsletter, and **Margie Valladares** is serving as Associate Editor. Margie is responsible primarily for the collection and editing of articles, while Jonathan is responsible for paste-up and production, as well as the final proofing and editing. If you have questions or comments about *Focus on Fleet*, contact Jonathan Eason at jeason@ogs.state.sc.us or by telephone at (803) 737-1239.

Lamar Jeffcoat of SFM Program Support's Accounts Payables section has resigned his position to continue his education. He will be attending Texas Southern University Law School in Houston, Texas in the fall. **Lisa McQueen** has taken over his position as of 17 July. Lisa comes to State Government from the Safety-Kleen corporation.

SFM has created a new team. It will be known as the **Compliance and Analysis Team**, and **Jeff McCormack** is the Team Leader. SCemis Program Manager **Jonathan Eason** and the eventual Fuel Card Program Coordinator will report to Jeff in the areas of the Fuel Card Program, Alternative Fuel Vehicle Compliance, SCemis and the Annual Management Review. If you have any questions concerning any of these areas, contact Jeff McCormack at (803) 737-1504.

Alternative Fuel Vehicles Now in Use

Given the recent explosion in the cost of gasoline, there has been some renewed interest in the question of how to cope with Federal Alternative Fuel Vehicle (AFV) requirements. Of course, it takes time to see a return on fuel cost savings, but someone has to be willing to take the plunge.

Fortunately, the Department of Health and Environmental Control (DHEC) has worked up the courage to do just that: they have purchased two **Honda Insight** hybrid gasoline-electric vehicles (see photo inset). These vehicles get approximately 50 miles per gallon. Even after factoring in the higher cost of the vehicle, it will still realize a cost savings over the life of the car because of the extraordinary fuel economy.

The State is looking towards using other models of similar type, such as the **Toyota Prius** and may place more alternative fuel or hybrid vehicles on the State Contract this year. For more information, contact **Jeff McCormack** at State Fleet Management. You can reach him by phone at (803) 737-1504 or by email at jmccormack@ogs.state.sc.us.



State Fleet Management Awards Safe Driver Certificates

To qualify for a Safe Driver Award, an employee must have operated a State-owned vehicle for at least a year and driven a minimum of 11,000 miles without incurring a moving violation or being responsible for an accident. The employee must also have completed an approved driver training course within the past three years. Some 2,740 State employees at the agencies listed below will be awarded **Safe Driver Certificates** for 1999.

- Department of Archives and History
- Center for Child Care and Career Development
- Clemson University
- Department of Commerce, Aeronautics Commission
- Department of Consumer Affairs
- Department of Corrections
- Department of Health and Environmental Control
- John de la Howe School
- Department of Juvenile Justice
- Department of Transportation
- Department of Labor, Licensing and Regulation
- Department of Mental Health
- Budget and Control Board Office of General Services, Internal Operations
- Budget and Control Board Office of General Services, Administration
- Budget and Control Board Office of General Services, Office of Information Resources
- Department of Public Safety
- State Law Enforcement Division
- State Housing Authority

Congratulations to the employees who earned these Safe Driver Certificates! For more information on the **Safe Driver Certificate Program**, contact State Fleet Safety Officer **Ron Tvorik** at (803) 737-1602.

Accident Procedures

In response to popular demand, we have decided to reprint the proper procedures to follow if you are involved in an accident while driving a vehicle leased from State Fleet Management:

- Turn ignition off and evacuate vehicle.
- Render first aid to any injured persons.
- Call for medical assistance or ambulance if required. (See inside front cover of **Vehicle Operator's Handbook** for numbers).
- Call local, municipal or county police, or SC Highway Patrol to report accident. (See inside front cover of **Vehicle Operator's Handbook** for numbers).
- Obtain data concerning the other vehicle and driver and complete the **Accident Report** from Appendix D of the **Vehicle Operator's Handbook**.
- Turn Accident Report in to your supervisor as soon as possible.
- Give the other driver your name and your agency's name and address. **DO NOT ADMIT RESPONSIBILITY FOR ANY ACCIDENT.**
- Within 24 hours, report accident to Jimmy Lever at State Fleet Management, 803-737-1505, and the nearest office of James C. Greene Company. (See page i. in Vehicle Operator's Handbook for numbers). **Collect calls will be accepted.**
- Send a copy of the Accident Report (Appendix D) to each of the following addresses:

James C. Greene Insurance Adjusters
PO Box 616
Columbia, SC 29202
Call Collect (803) 771-8820

Office of General Services
State Fleet Management
1022 Senate Street
Columbia, SC 29201-3160
Call Collect (803) 737-0668

For additional information, contact **Jimmy Lever**, State Fleet Accident Coordinator, at (803) 737-1505.

Odds and Ends

SCGFMA Meeting Scheduled for October

The South Carolina Governmental Fleet Managers' Association will meet for its eighth annual conference at the Springmaid Beach Conference Center in Myrtle Beach, SC from October 22nd through the 25th. Many interesting and informative events will fill the days of the conference.

If you have any questions about this year's Conference, contact Jan M. Smoak, Chairman, through the South Carolina Department of Health and Environmental Control at (803) 898-3514.

Status of Model Year 2001 Vehicle Term Contracts

The process to establish Model Year (MY) 2001 Vehicle Term Contracts began on 11 July 2000 when the State Vehicle Specifications Committee met with manufacturers' representatives to review vehicle specifications and discuss technical issues. The State Materials Management Office (MMO) issued Invitations for Bid by late July. Bids will be due in late August. At that time, bids will be evaluated and Intent to Award contracts to selected vendors will be issued. MMO expects to have MY 2001 Vehicle Term Contracts established by mid-September, at which time the contracts will be posted on MMO's web page (<http://www.state.sc.us/mmo/mmo/>).

Questions should be addressed to:

- **Bob Bonner**, State Fleet Management: 803-737-1507
- **Jeff Patterson**, Materials Management Office: 803-737-0603

SC State Budget & Control Board

Jim Hodges, Chairman

Governor

Grady L. Patterson

State Treasurer

James A. Lander

Comptroller General

John Drummond

Chairman, Senate Finance Committee

Robert W. Harrell, Jr.

Chairman, Ways & Means Committee

Rick Kelly

Executive Director

Robbie McClam, Director

Office of General Services

Gerald W. Calk, State Fleet Manager

Jonathan Eason, Editor

Margie Valladares, Associate Editor

SC Budget and Control Board
Office of General Services
State Fleet Management
1022 Senate Street
Columbia, SC 29201